

Frequently Asked Questions

1. How do I apply to be a Corrections Officer?

Apply on-line at www.ease.mo.gov – your application will be processed through the Office of Administration. If qualified, you will be notified by email of the next available Video Exam testing date.

2. I failed the Video Exam; what do I do now?

You will not be able to retake the video test for 90 days. www.oa.mo.gov

3. How often is the pre-employment held?

The pre-employment process is conducted once a month in three different locations in the state.

4. I have been notified that I was placed in the hiring pool; what happens next?

If a vacancy occurs in a county(s), which you have declared availability in, and your score is reached, you will be notified in writing of a conditional appointment. Applicants are selected by county starting with the highest score and proceeding downward and vacancies are filled.

If you are not hired within one year from the date of your pre-employment process, you will be required to complete the Corrections Officer I Pre-employment Process again.

5. I have been hired. Now what do I do?

After receiving a conditional appointment letter the applicant needs to contact the institution where they have been hired and inform them of the intent to accept the position. The start date will be listed on the conditional appointment letter.

6. I have a felony conviction; can I be hired?

No. A felony conviction or domestic violence conviction will exclude you from consideration as a Corrections Officer I.

7. I have a relative &/or friend that is incarcerated with the Department of Corrections. Can I be hired?

Having a relative and/or friend incarcerated within the Department of Corrections will not exclude you from being hired as a Corrections Officer, but will need to be reported on your application for employment with the Department of Corrections.

8. Do I have to pay for my own lodging when attending basic training?

Food and lodging is provided if the worksite is outside a 50-miles radius from the training site, regardless of where you live.

9. I have been gone from the Department for more than one year on active military duty. Do I have to complete basic training again?

Yes. Any current employee on active military duty that has been gone from the department for more than one year has to complete basic training again.

10. I have previously worked for the department; how do I re-apply?

In order to be eligible for re-employment as a Corrections Officer I, you will need to meet the following criteria:

- Been gone from the department for at least 6 months
- Resigned in good standing
- Successfully completed your probationary period

If you meet this criteria, you would need to request to be re-employed, in writing, to the institutions of your choice; you do not necessarily have to apply at the institution you worked.

If you do not meet this criteria, you would need to contact the Office of Administration www.oa.mo.gov, to inquire about restoring your Video Exam score back to the register (if it has been less than 3 years since you've taken the video exam), or re-take the Video Exam.

11. When do my benefits go into effect?

Your health insurance goes into effect the first of the month following the appointment date.

12. How often do we get paid?

The State of Missouri issues payroll on the 15th and the last day of each month. If the 15th falls on a Saturday pay stubs will be received on Friday. If the 15th falls on a Sunday pay stubs will be received on Monday.

13. When can I transfer to another institution?

A Corrections Officer may not transfer to another facility immediately upon hire. Therefore, **do not** make yourself available for employment at a facility at which you do not wish to work. Only after one year of service, in good standing, can a Corrections Officer submit a request transfer to another institution.